



JOB TITLE: Victim Witness

FLSA STATUS: Part-Time

DEPARTMENT: Commonwealth's Attorney

SUMMARY OF JOB PURPOSE

Under direct supervision of the Commonwealth's Attorney, the Victim & Witness Coordinator is responsible for providing guidance to victims who need assistance in recovering from an incident where the individual has been the recipient of an illegal act and/or was a witness to an illegal act.

JOB CONTENT

Assistance can take the form of imitating the processes to recover damages from the alleged perpetrator, insurance company, employers, etc. Assistance can be in the form of personal counseling and/or initiating the processes to have other provide guidance; Social Services, Legal Aid, Commonwealth's Attorney's Office, etc. Assistance can be in the form of transporting victims to court appearances or attendance with the victim and/or witness at legal proceedings.

EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE

Associates Degree in Social Sciences and/or equivalent experience desired; experience and knowledge in criminal justice proceedings desired; prior experience that demonstrates the ability to communicate verbally and in writing with victims, attorneys and/or other court officials; establishments, etc; prior demonstrated experience that assures confidentiality of conversations and subject matters under review.

Physical ability to perform typical task under varying climate conditions and terrain; physical ability to access homes of victims in time of need with minimal need for temporary assistance possess a moderate degrees of computer skills; possess interpersonal skills and past performance history that demonstrates an ability to work as a team player; possess a valid Commonwealth of Virginia Driver's License

This grant funded position is budgeted for up to 20 hours per week. A work schedule will be established by the Commonwealth's Attorney. In addition, the coordinator must be accessible after hours by phone and some time may be required after hours to assist victims.